

DEPUTY CITY ATTORNEY II

DEFINITION

To assist in the direction of the City Attorney's Office; to perform professional legal work, including advising municipal departments, officers and specified employees; to conduct research; to draft ordinances, contracts and other documents; to handle civil litigation and administrative hearings; and to perform related duties as required.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Act as legal advisor and represent City departments on a variety of legal issues.

Performs legal research on all aspects of local government.

Interpret and apply laws, court decisions and other legal authorities as required.

Prepare and negotiate in full coordination and cooperation with administrative staff, ordinances, resolutions, motions, deeds, permits, contracts, leases, memoranda and other legal documents.

Staff City Council meetings, Planning Commission meetings, Civil Service hearings and meetings, Charter Review Commission, Ethics Commission and the Mobile Home Rent Review Commission.

Litigate civil actions, infractions and misdemeanor violations of City codes and ordinances.

Interview complainants, witnesses and police officers.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Legal principles, legal research, and trial techniques

State and Federal statutory and case law applicable to public entities in California

Rules and procedures for California and Federal courts

Civil litigation and trial procedures

English usage, spelling, grammar and punctuation.

Modern office methods, procedures, computer equipment, and computer software applicable to assignment such as legal research, word processing, and electronic mail.

Ability to:

Read, understand, interpret and communicate legal issues to both attorneys and lay people.

Thoroughly analyze and research legal issues and take all facts and findings into consideration.

Analyze and comprehensively understand complex legal issues and explain them clearly and concisely to laypersons, and apply legal principles to practical situations in the context of business, economic, social and political considerations.

Interpret and apply cases, statutes, regulations, legal principles, and government policies and practices.

Effectively apply, in a litigation, transactional or advisory context, existing and/or extrapolated law to the variety of legal issues facing the City.

Negotiate and write complex agreements (such as disposition and development agreements), regulatory schemes, or public policy statements.

Litigate civil or municipal actions in State and federal courts.

Consistently provide clear and sound legal advice to City departments.

Communicate effectively in writing, in a clear, concise, sound logical and thorough manner when preparing opinions, briefs, reports, correspondence, or other written communications of a legal nature.

Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations that require a high degree of sensitivity, tact and diplomacy.

Work multiple projects simultaneously and be service oriented and consistent in advice to departments.

Operate standard office equipment.

Use initiative and sound independent judgment within established guidelines.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience as a practicing attorney, either in a governmental agency or in a private practice involving representation of governmental agencies pertaining to public law and civil litigation.

Training:

A Juris Doctor degree from an accredited law school.

License or Certificate

Member in good standing of the State Bar of California. Possession of a current, valid, California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk and/or stand varying periods of time; use hands and fingers to grasp tools. Typical tools used are pencil, pen, telephone, calculator, computer, printer and fax which require motor skills sufficient to repetitively twist head, upper body, arms, grasp, write, keyboard, and handle papers. Hearing and speech acuity sufficient to communicate in person and by means of a telephone. Visual acuity sufficient to read alphabetical and numerical data from desk and other nearby areas.

WORK ENVIRONMENT:

Work is mostly performed within an even-floored, carpeted, and air-conditioned building environment with fluorescent lighting and a moderate noise level. Some movement is required from office-to-office and driving to offsite locations. There is occasional to routine exposure to the external environment when going to outlying offices or meetings and offsite locations. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

1/13/05